



County of San Bernardino BILINGUAL COMPENSATION

Employees in positions designated by the appointing authority or designee which require employees as a condition of employment to perform bilingual translation involving the use of English and a second language (including American Sign Language) as a part of their regular duties, shall be entitled to bilingual compensation. Such compensation shall apply regardless of the total time required per day for such translation.

Additionally, employees who, with the approval of the appointing authority, are required to perform bilingual translation before an officially convened court, appeals board, commission, or hearing body, in addition to their regular duties, shall be entitled to a bilingual per diem differential.

Note: Until an employee has been tested and certified as competent in translation skills they **should not** be translating on the job. *Refer to department guidelines for individual procedures*

REFERENCES

Current County Memoranda of Understanding (MOU); Exempt Compensation Plan

GENERAL INFORMATION

The appointing authority or designee has the responsibility to determine whether or not an employee is designated to a position that is eligible for bilingual compensation. Following that determination, the appointing authority or designee will request bilingual compensation for that employee. Requests will be forwarded to Employment-Human Resources (HR) for determination of appropriate skill level (Levels I through III) and assessment of competency (Levels II & III only). The results of the assessment(s) will be forwarded to the appointing authority or designee. *Refer to department guidelines for individual procedures*

Bilingual compensation is tied to the **position number**, not to the employee. If an employee is transferred from one position number to another, the bilingual compensation will stop immediately upon transfer.

Note: Any questions regarding designation and certification processes of employees for whom bilingual compensation is being requested, as well as the cost of certification, should be directed to Employment-HR

Effective Date

The effective date can be a prior, current or future pay period. Enter the first Saturday of the appropriate pay period that the employee is entitled to receive bilingual pay. The supervisor requesting the bilingual compensation determines this date. The date entered may be changed to reflect the Saturday of the pay period in which the employee passed the test and not necessarily when the department has requested the bilingual pay to be effective, unless it is a recertification.

BILINGUAL COMPENSATION LEVELS

Level I (Verbal)

Involves the use of English and a second language, in generally verbal situations, with some requirements to interpret simple documents in the second language. The appointing authority or designee attests to competency, except for certain departments, which require assessment through an oral examination.

Level II (Written)

Involves reading, writing and speaking in both English and a second language. Competency is assessed through written examination, except for certain departments, which require assessment through an oral and written examination.

Level III (Technical)

Involves reading, writing or speaking in both English and a second language using medical or legal terminology. The bilingual functions being performed must be in a specific medical or legal environment (i.e., hospital, courtroom setting, etc.). Literacy in the second language is a prerequisite for consideration for Level III, since this assures the level of fluency required for accurate use of a technical vocabulary. Competency is assessed through written examination, except for certain departments, which require assessment through an oral and written examination.

Safety Unit

Employees, who perform bilingual translation at any level as part of their regular duties, shall be entitled to bilingual compensation. Competency is assessed through an oral examination.

Per Diem

Note: The per diem differential does not apply to the Attorney Unit or Exempt

Such differential shall apply regardless of the total time required per day for such translation. Such differential shall be \$12 per day and shall only be paid upon certification by the employee's appointing authority or presiding official that such translation was performed.

To receive payment the eTime entry or TLR should show a TRC code of BLG (1 unit per day for each day of translation).

BILINGUAL COMPENSATION REQUEST-LEVEL I (VERBAL)

The Bilingual Compensation Request form is completed to authorize compensation for any employee that is required to perform verbal translation.

FORMS REQUIRED

Bilingual Compensation Request-Level I (Verbal)

MANDATORY FIELDS

All

GENERAL INFORMATION

The appointing authority or designee of a bilingual employee who will be required to perform Level I translation is responsible for submitting this form. Although a verbal examination is generally not mandatory, the appointing authority or designee may request a verbal examination to be administered at a cost to the requesting department of \$20 per test.

All employees in departments that require mandatory testing will be required to take the oral examination at a cost to the department of \$20 per test.

BILINGUAL ASSESSMENT AND COMPENSATION REQUEST-LEVEL II (WRITTEN) OR LEVEL III (TECHNICAL)

This form is to be used when a department determines that a need exists for written translation (Level II) or technical terminology translation (Level III).

FORMS REQUIRED

Bilingual Assessment and Compensation Request-Level II or Level III

Bilingual Compensation Questionnaire/Justification-Level II or Level III

MANDATORY FIELDS

All

All

GENERAL INFORMATION

The appointing authority or designee of a bilingual employee who will be required to perform Level II or Level III translation is responsible for submitting this form. A completed Bilingual Questionnaire/Justification form

must be attached to the request. Each questionnaire will be reviewed on a case-by-case basis. If approved, the employee will be scheduled for an assessment of bilingual skills. The requesting department will be billed for the bilingual testing at a cost of \$20 if tested for oral or written skills only, and \$25 if tested for both oral and written skills. The results of the assessment will be forwarded to the appointing authority or designee.

BILINGUAL QUESTIONNAIRE/JUSTIFICATION–LEVEL II (WRITTEN) OR LEVEL III (TECHNICAL)

The Bilingual Questionnaire/Justification form is used to determine payment of Level II or Level III bilingual compensation to an employee.

FORMS REQUIRED

Bilingual Questionnaire/Justification–Level II or Level III	All
Bilingual Assessment and Compensation Request–Level II or Level III	All

MANDATORY FIELDS

GENERAL INFORMATION

This form is used to substantiate the Bilingual Assessment and Compensation Request to compensate an employee for Level II or Level III bilingual pay. Refer to the Bilingual Compensation Levels for an explanation of the requirements for Level II and Level III.

BILINGUAL ASSESSMENT AND COMPENSATION REQUEST–SAFETY UNIT

This form is completed to authorize compensation for Safety Unit employees that are required to perform bilingual translation.

FORMS REQUIRED

Bilingual Assessment and Compensation Request–Safety Unit	All
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MANDATORY FIELDS

GENERAL INFORMATION

Employees must be certified as competent in job-related translation skills, via an oral examination administered by Employment-HR, to be eligible for bilingual compensation.

PAYROLL SPECIALIST RESPONSIBILITIES

- ♦ Provide most current form(s) to the appointing authority for completion
- ♦ Audit forms for completeness
- ♦ Retain copies for department file
- ♦ Forward forms to Employment-HR
- ♦ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

Employment-HR will forward the approved form(s) to EMACS-HR and a copy to the requesting department.

RELATED FORMS/PROCEDURES

Checklist for Concurrent Appointment (Additional Position)
Checklist for Assignment to Vacant Higher Position (AVHP)-Exempt
Checklist for Contract to Extra-Help
Checklist for Contract to Regular
Checklist for Demotion (Disciplinary Action)
Checklist for Demotion (Voluntary)
Checklist for Extra Help/Recurrent/PSE to Contract
Checklist for Extra Help/Recurrent/PSE to Regular
Checklist for Job Change
Checklist for Job Share
Checklist for New Hire – Contract
Checklist for New Hire – Exempt
Checklist for New Hire – Extra-Help/Recurrent
Checklist for New Hire – PSE
Checklist for New Hire – Regular/Part-Time/Reemployment (Rehire)
Checklist for Promotion
Checklist for PSE to Extra-Help
Checklist for Reclassification
Checklist for Recurrent to Extra-Help
Checklist for Regular to Contract
Checklist for Regular to Extra-Help/Recurrent
Checklist for Return from Leave (Without Right)
Checklist for Return to Former Job Code Title
Checklist for Temporary Performance of Higher Level Duties
Checklist for Transfer without Promotion/Lateral Transfer